



## RECREATION LEADER I THE POSITION

The City of San Fernando is seeking experienced and responsible professional to become a Recreation Leader I in our Recreation and Community Services Department.

Under direction, supervises and monitors parks and/or gymnasium facilities, and may supervise, lead and direct youths and/or adults in a wide variety of recreational activities.

### IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

[SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- Supervises facilities and is department's on-site representative;
- Performs constant inspections of facilities for safety and risk management items;
- Opens and closes facilities, and turns field lights on and off for scheduled groups;
- Sets up and tears down chairs and tables, and does light maintenance as needed;
- Assists in program publicity through flyer, newsletters, and posters;
- Keeps records and prepares related reports such as attendance, accident, and maintenance requests; and
- Works special events and assists in a wide variety of activities for children and adults.

## EXPERIENCE AND TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

### Experience:

Paid or verifiable volunteer experience working with people is required.

### Training:

High School graduation or GED equivalent is required.

### Special Requirements:

Must possess a valid California Class C driver's license along with car insurance on appointment and as a condition of continued employment. Must have own transportation to travel within City limits.

### Work Schedule:

Part-time, 18 to 20 hours per week. Flexible schedule; may be required to work weekends.

### Desirable Requirements:

Ability to understand and speak Spanish.

### Physical Abilities & Environmental Conditions:

Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift 50 lbs; may be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees); and may be exposed to frequent loud noises and toxic/poisonous substance, as well as, slippery surfaces.



## COMPENSATION & BENEFITS

*Hourly Salary: \$16.00 - \$18.91*

*NOTE: This is an at-will, part-time position with minimal benefits.*

**BILINGUAL BONUS** \$50 per month upon passing Bilingual exam.

**TUITION REIMBURSEMENT** Up to \$1,500 per fiscal year for approved courses.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340  
[Personnel@sfcity.org](mailto:Personnel@sfcity.org) | (818) 898-1221

*In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.*

**Parks  
Make  
Life  
Better!**<sup>SM</sup>

*The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.*

*The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.*

## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



## QUESTIONS?

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**INVITES  
APPLICATIONS  
FOR**

# **RECREATION LEADER I (PART-TIME)**

Open Competitive Examination



**HOURLY SALARY**  
**\$16.00 - \$18.91**

**FILING  
DEADLINE**  
**OPEN UNTIL FILLED  
APPLY IMMEDIATELY**